

Addendum to Planning Application Requirements

- Include a bar scale on all plans. This will allow those who are viewing the application online, or who have a printed copy, to be able to scale dimension.
- State, for all plans, the size of the paper on which it was drawn (e.g. 1:50 at A1).
- Do not bind or staple together any documents.
- Provide a date and number for each document/plan/drawing.
- We will continue to require six copies of documents. However, it is hoped to shortly be able to reduce this number.
- Electronic submissions should only be made using the Planning Portal. However, currently we are unable to accept plans at A0 scale electronically.
- Applications should be in one format only – Electronic or Paper.
- Please ensure that all documents are clearly legible, particularly when they have been copied or scanned.
- Location plans should be recent Ordnance Survey or equivalent.